

## **LANDSCAPE CONTRACT COORDINATOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Landscape Contract Coordinator exists is evaluate and monitor contracts and the performance of contractors and supervises city employees in support of the Parks and Recreation Division in the Community Services Department. This classification is supervisory. Work is performed under general supervision by a Service Area Manager.

### **ESSENTIAL FUNCTIONS**

Supervises a city work crew in the performance of various landscape maintenance tasks. Completes biannual and annual performance evaluations and reports. Mentors and fosters skills of staff to develop and nurture high performing staff in various aspects of grounds maintenance. Resolves employee issues. Conducts interviews and makes recommendation on new staff.

Plans, schedules, reviews, and prepares all necessary activity and budget reports related to assigned area.

Monitors contracts, recommends appropriate payment, or non-payment at the completion of work

Monitors contract budgets to ensure that targeted budgets are met.

Prepares directive letters to contractors regarding contract compliance and interpretation.

Analyzes contracts to determine requirements.

Performs comparative analysis of contract vs. in-house work to determine cost effectiveness.

Prepares detailed written inspection reports on deficient quality and frequency levels of contractor services and recommends corrective actions; meets with contractors off and on-site, performs field audits.

Prepares drafts of contract specifications. Acts as a resource on landscape management to parks staff.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Principles and practices of service contract administration, purchasing methods and procedures, accounting principles and practices, and cost analysis.

Arizona Landscape Professional Standards.

Must have good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Ability to:

Plan, schedule, review, and prepare all necessary activity and budget reports related to assigned area.

Analyze and monitor contracts for payment, targeted budget amounts and quality of contractor services.

Monitor contract budgets to ensure targeted budgets are met.  
Perform comparative analysis of contract vs. in-house work.  
Prepare detailed written inspection reports.  
Establish and maintain effective working relationships with staff, co-workers, management staff, contractors, customers and the general public.  
Performs field audits.  
Prepares draft contract specifications  
Effectively supervise a work crew.  
Effectively communicate orally and in writing.  
Create and make presentations and prepare reports with clearly organized thoughts using proper sentence construction, grammar, and punctuation.  
Operate a variety of standard office equipment including a personal computer and related office software.  
Comprehend and make inferences from written material and verbal and or written instructions.  
Maintain regular consistent attendance and punctuality.

**Education & Experience**

Four years of increasingly responsible, grounds maintenance and/or landscape maintenance experience.  
Two years lead or supervisory experience  
Some contract development and monitoring experience.  
Related course work in horticulture, landscape architecture or a related field desirable.  
Valid Arizona Driver's License required, and no major driving citations within the last 39 months.  
Arizona Use Pesticide Certification through the Structural Pest Control Commission in turf, ornamental, and weed control and Certified Arborist is desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified